

Town of Wellfleet, Massachusetts
Job Description

Position Title:	Shellfish Constable	Grade Level:	
Department	Shellfish	Date:	
Reports to:	Town Administrator	FLSA Status	

Statement of Duties: The Shellfish Constable performs a variety of environmental, ecological, and law enforcement duties to protect and manage the Town's shellfisheries, natural resources, and aquaculture areas. Enforces all policies, statutes, ordinances, by-laws, Town Charter and regulations relating to shellfish, marine fisheries, lobsters, wetlands, water quality and natural resources. The position protects the public health and assists in all aspects of environmental and ecological management including administration and management of the shellfish propagation program and research. Responds and assists other departments with matters relating to the marine ecology of the Town and conducts active public education and outreach. Employee is required to perform all similar or related duties.

Supervision Required: Under administrative direction of the Town Administrator, the employee is familiar working from municipal policies, goals, and objectives. The employee establishes the department's short and long-range objectives, own performance standards, and assumes direct accountability for department results; Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is expected to take the initiative to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of all department programs accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

The employee provides direct supervision over two (2) full-time employees who work at the same location and the same work schedule, a few may be dispersed to other locations throughout the community. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., recreational activities or fiscal year end.

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Confidentiality: Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and danger to public health and safety.

Judgment: Guidelines provide limited guidance to perform the essential functions of the position. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting rules, statutes, regulations, policies and guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative or professional field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing the effectiveness of services and recommending improvements.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, traffic, bio hazards, electricity, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Work generally contains one or more constant elements of stress such as being on call for 24 hours or being under prolonged pressure during emergency situations. Employee may be required to work beyond normal business hours in response to seasonal conditions and emergency situations or to attend evening meetings.

Nature and Purpose of Relationships: Relationships are constantly with co-workers, the shellfishing community, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee speaks on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. The employee may be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Essential functions regularly present potential risk of injuries from

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improper exposure which could result in the loss of time from work. Examples of personal injury include but are not limited to exposure to extreme weather conditions, burns from chemicals, steam or fire, traffic, bio hazards, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, waders or boots are required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Patrols the town's shell fishing and conservation areas, (fishing areas, beaches, open space, landings, etc.) to enforce applicable rules, policies, statutes, by-laws, directives and regulations. Issues warnings or citations and takes any condoned actions including arrests to secure the public health and safety and the preservation of persons, property and natural resources.

Patrols all assigned areas (by auto, boat or afoot) to enforce statutes, by-laws, directives and regulations relevant to the taking of, shellfish, eels and lobsters, and taking all relevant actions including arrest to pursue enforcement and prevent potential hazards.

Pursues all actions to insure compliance with all natural resource rules, policies, statutes, by-laws and regulations such as checking licenses and examining take of fisherman and trappers, inspecting equipment, boarding vessels to check for violations, checking off-road vehicle permits, enforces parking restrictions, maintaining proper conduct in conservation areas, court appearances, etc.

Supervises all shellfish propagation projects, maintains all aspects of shellfish as related to public health and safety; assists local, State and Federal agencies to collect samples from contaminated substrate and collects water samples from pollution sources.

Conducts appropriate research, including surveys of shellfish abundance. Directs and conducts at least a three (3) year propagation program.

Submits to the Town Administrator, the Board of Selectmen, the Shellfish Advisory Board and the Natural Resources Advisory Board a monthly report on the numbers and species of shellfish taken, the number and types of violations reported and significant departmental activities, together with recommendations and reports of actions taken relative to the closing and opening of shellfish areas.

Issues commercial shellfishing permits and licenses and assists individuals in securing relevant permits and licenses as well as related information.

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Pursues all preparatory work for Conservation Commission business (on-site inspections, report and research activities, etc.), and the Shellfish Advisory Board; inspects projects in progress for compliance with rules, policies, statutes, by-laws, regulations and restrictions and make educated recommendations when appropriate.

Assists with and advises on all environmental and ecological projects that may affect the fishery. Provides informational and technical resources internally to the Town Administrator, Board of Selectmen, staff, Town committees and commissions, etc., and to external agents.

Serves as staff liaison to committees, commissions, task forces, etc., while keeping the administration informed, and making recommendations concerning regulations, and related issues.

Maintains required activities logs, reports, documentation, records, and manuals.

Carries out water sampling of known pollution sources, working closely with the Town Health and Conservation Agent and Department.

Maintains departmental equipment (trucks, boats, radios, tools, etc.) to assure lasting efficient use.

Responds to citizen's requests or complaints through proper procedures, referral and response.

Works cooperatively with all departments to assure effective, efficient Town management and the safety and preservation of its natural resources.

Attends training and educational seminars to maintain knowledge and keep abreast of changes in laws, regulations and enforcement practices and techniques.

Provides support for compliance to the shell fishing community by communicating information about local, State and Federal regulations and statutes.

Attends meetings of the Shellfish Advisory Board and works with them to review and revise the Town's Shellfishing Policy and Regulations.

Submits an annual report on shellfish activities for the year with an updated five-year plan.

Recommended Minimum Qualifications

Education and Experience: Position requires a Bachelor's degree or equivalent in Natural Resources Management, Environmental Science, or related field; a minimum of seven to ten (7-10) years of experience in environmental management, or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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If the employee has had no previous experience in shellfishery management and enforcement then satisfactory completion of the Massachusetts Shellfish Officers Qualifications courses as certified by the Massachusetts Maritime Academy shall count toward the minimum required experience and shall be successfully completed within one year of employment or when the next course is offered.

Special Requirements

Employee must successfully complete First Responder and CPR training; have a current valid Class D Motor Vehicle Operator's license; have, or obtain within a year, Certification as a Massachusetts Shellfish Constable. As a condition of employment, the employee must pass a CORI background check. Water testing certification, scuba diving and/or boating licenses and basic lifesaving are desirable.

Knowledge, Abilities and Skills:

Knowledge: Comprehensive knowledge of state and local environmental laws, including but not limited to, the regulations of the Massachusetts Division of Marine Fisheries, shellfish propagation, and wetland protection. Knowledge of biology and economics.

Abilities: Ability to enforce laws and regulations firmly, consistently and impartially. Ability to operate equipment related to shellfishing.

Skills: Operation of small boats, clam pumps, winch and other shellfish harvesting equipment, making observations and recording information. Proficient carpentry and boat handling skills. Computer and word processing skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a computer, using power tools, operating a boat, harvesting equipment, or climbing a ladder.

Visual/Auditory Skills: The employee is required to constantly read documents, personal

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computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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